Animisha Technologies

AniTime - WebTrack

Software User Manual for Users

Ver. 1.0.1

Animisha Technologies Private Limited
Regd. Off: #40/1, Bull Temple Road, Basavanagudi, Bengaluru – 560 004
TeleFax: +91-80-4155 4246, E-Mail: info@animisha.com, Web: www.animisha.com

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About This Manual

This manual gives a brief but complete description of the AniTime – WebTrack Software. This manual is prepared with the intention to extract the maximum usage from the users of the AniTime Software. Do not omit or skip any information in this manual.

Overview of this Manual

Chapter 1 – Login and Self Credential Management

This Chapter provides detailed description of the procedure to be followed by the user to login, manage their profile, manage their password etc..

Chapter 2 – Attendance Management Procedures

This Chapter describes the procedure and process to be followed by the user to view their attendance data, manage the discrepancy in attendance, regularize the discrepancies, applying for on duty and comp-off's etc.

Chapter 3 – Leave Management Procedures

This Chapter describes in detail how to use leave management related stuff, applying leaves, view their leave entitlement and leave history.

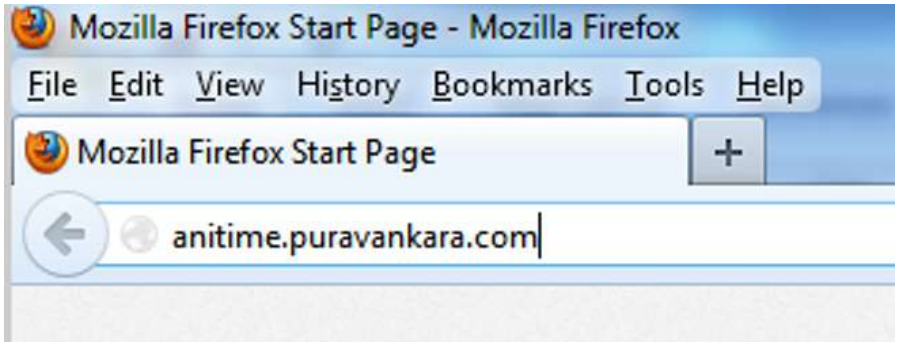
Chapter 4 – Arrear Management Procedures

This Chapter describes the procedure and process to be followed by the user to manage their Arrears in attendance and regularize their Loss of Pay.

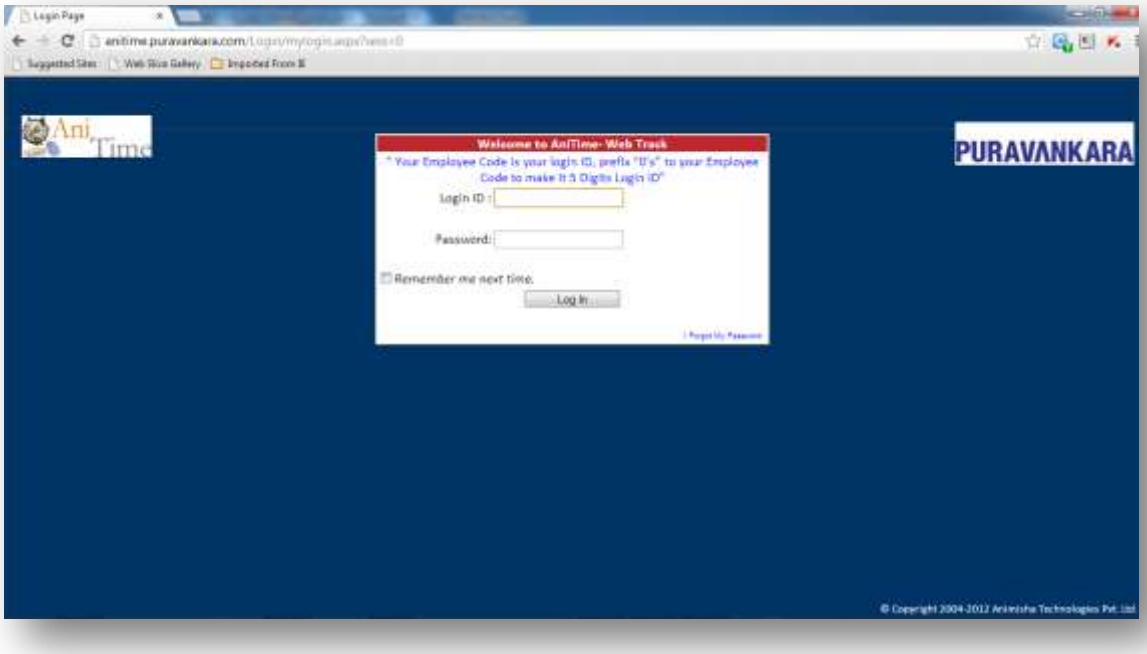
1 Login and Self Credential Management

1.1 Launching the Application

To launch the AniTime – WebTrack software Application, open the browser and type the URL name (For e.g. anitime.puravankara.com) as specified to you in the launch mail or user credential details mail.


Mozilla Firefox Start Page - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Mozilla Firefox Start Page
anitime.puravankara.com

After Success fully launching the application an authentication window by name Login will



appear as shown below.

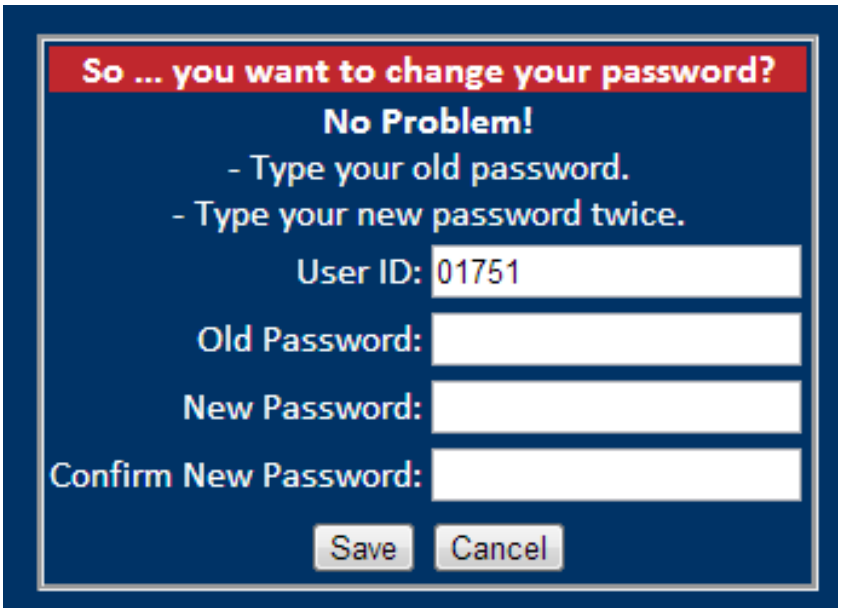
On the login page type the user id in the login ID field and the password in the password field. The Login ID will be a 5 digit code which is generally your employee ID converted in to a 5 digit number or an alphanumeric number. For converting into a 5 digit number you have to prefix zeroes for example if your Employee Code is 292 then your login OD will be "00292".

After entering the correct User ID and password click on "Login" button, If you have entered the valid User ID and Password Then the system will redirect you to your Home page.

If you are the dedicated user of the system and you are prone to forget the password which you have been given for the web site then you can enable the password saving option by clicking remember me next time option.

If you have forgotten the password then you can use the "forgot my password" Link.

If the user is Logging in for the first time then the system will redirect you to the change password screen as shown below.



In This Screen you need to type your old password i.e the password communicated to you in the launch mail or welcome mail, and type the new password and confirm the same by retyping it and then click on save button.

1.2 About the Application Screen and Menus

The Home page contains the information about the user, his designation, his employee ID in the company and the biometric fingerprint ID.

The Home page contains many menus which in turn contain submenus.

The Menus in the Main Screen are:

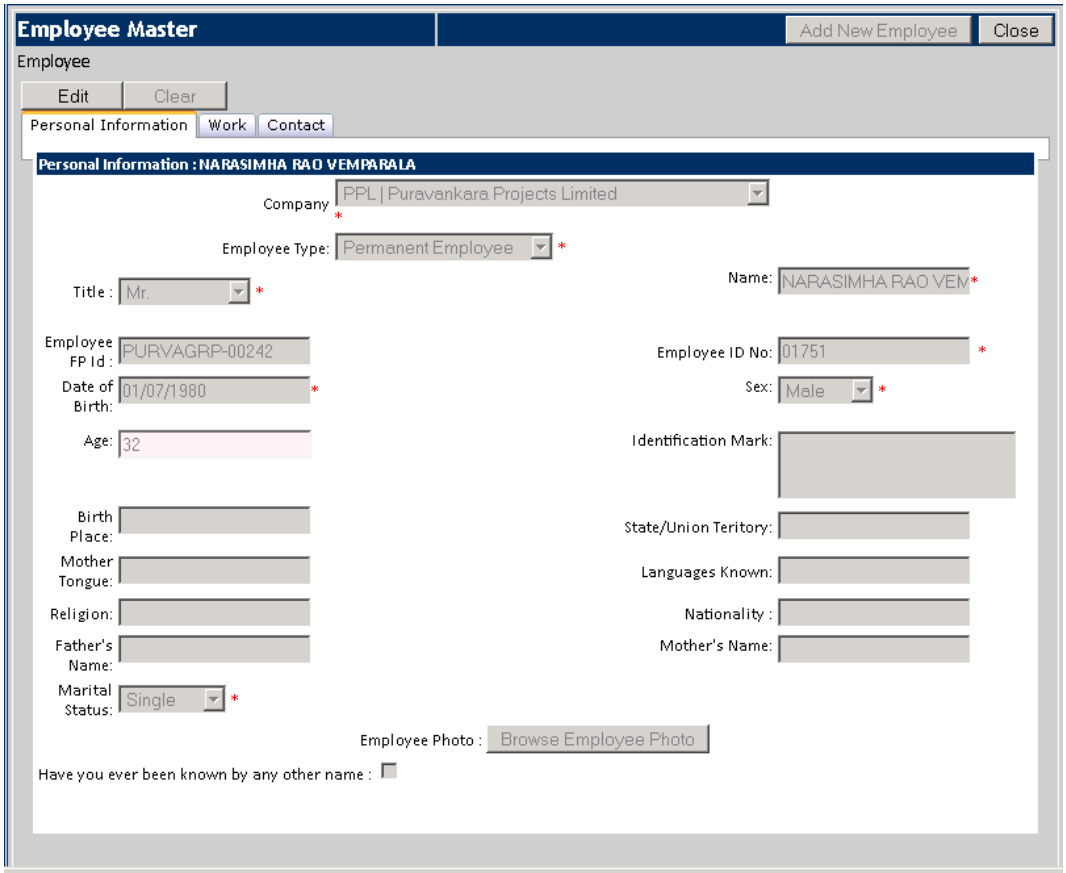
- My Attendance Management
- My Leave Management
- My Arrear Management

Other than these menu links the home page also contains links like "Home Page" which will redirect the user to the home page when he is viewing the sub pages, "Change password" link

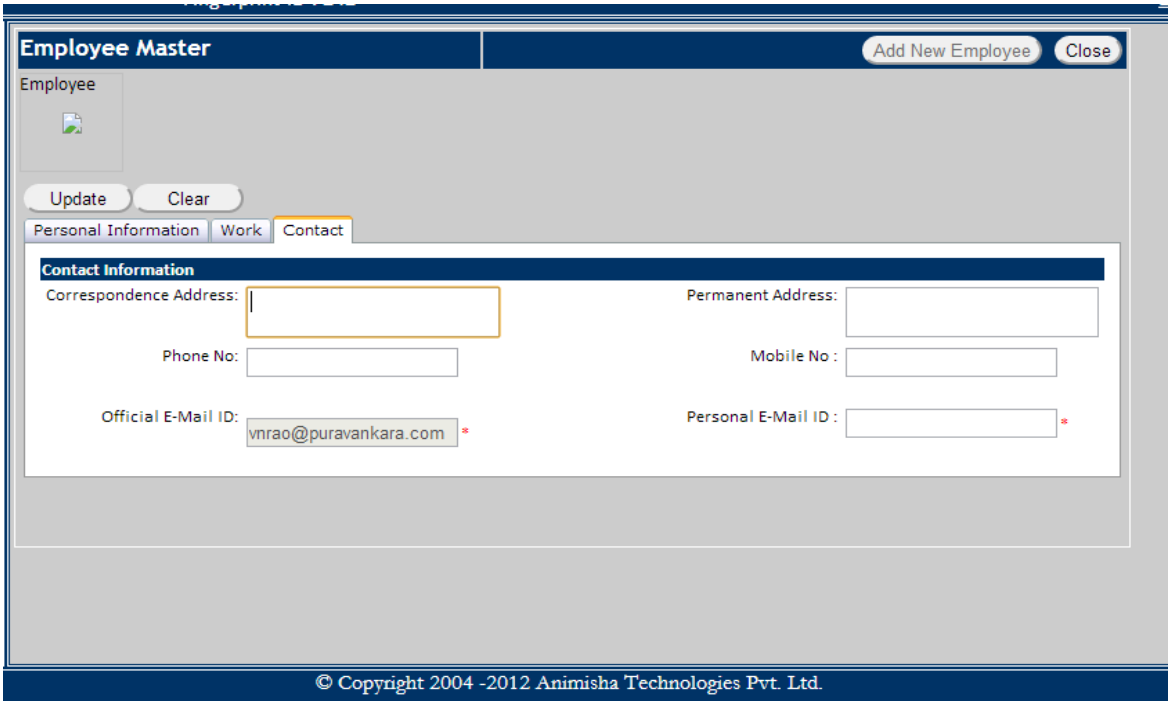
which will help the user to change his password, "Edit/View My Profile" link to change his personal information which has been explained in detail at the next section, "Logout" link will help you to log out of the application.

1.3 View or Edit My Profile

The Home page contains the link "Edit/View My Profile", on clicking on this the user will be



redirected to a page where the personal information as well as contact details can be viewed and changed by the user. To Edit the Personal information click on "Edit Button" and enter or change the details which has to be updated and then click on update Button. While editing the personal Information the user can also update his photo by clicking on "Browse Employee Photo" button, when this button is clicked then the browse employee photo window will appear on which you need to click on the chose photo then select the image file and then click on Update Button.

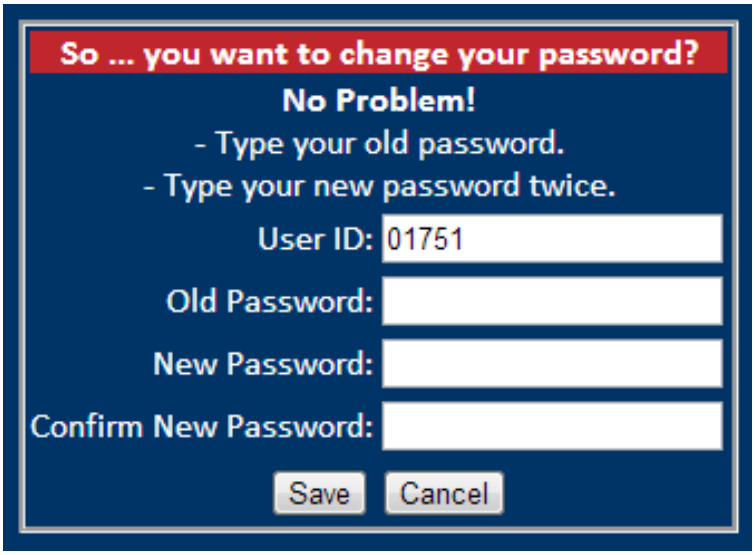


To Change the Contact information click on "Contact" tab and then in this you can view or update your present address, permanent address, contact telephone number, contact mobile number and personal e-mail id.

In the "Work" tab the user can view his present designation, department, joining date, work location, work group and his reporting head.

1.4 Change Password

The Home page contains the link "Change Password", on clicking on this the user will be displayed with the change password page in which he can change his password by typing the old password and then enter the new password and confirm the same by retyping it and then click on save button

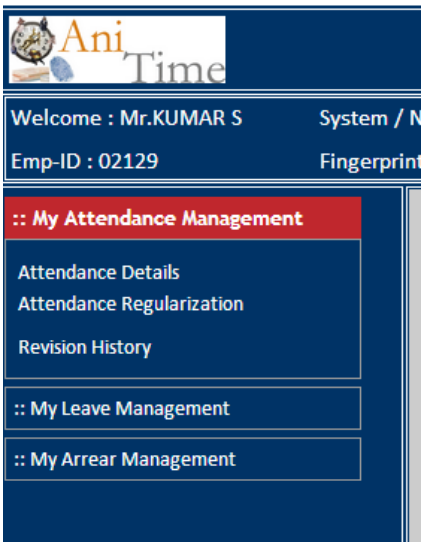


2 Attendance Management Procedure

2.1 My Attendance Management Menu

This menu provides the users to view and manage their attendance data, regularize the discrepancies in attendance and also apply on duty etc.

Before discussing about the attendance management the user should know the day type which they may come across while using the attendance management software. The Day Type statuses available are as follows and also the names are self explanatory:



A – Absent

P – Present

LI – Late-In

EO – Early -Out

LE – Late-In Early-Out

NI – No-in

NO – No-Out

LN – Late-In No-Out

NE – No-In Early-Out

Other Than these day types the user's may come across some more day type status for Leave types, holiday types and also for LOP. These are discussed in the corresponding chapters when we discuss about those.

This Menu contains the following Submenus:

Attendance Details - Used to define the add/delete users, define the privileges to be set set/edit passwords, their roles etc.

Attendance Regularization – Used to log off and login with different names.

Revision History – Used to view the user log details.

2.1.1 Attendance Details

This Module is used to View their attendance details for the current attendance period and also the previous data. By default the attendance of the current period will be displayed and if the user wants to view previous data either he/she can view attendance for any month by selecting the Monthly option and then selecting the month for which the data has be viewed or he/she can view their attendance data between any dates by selecting the periodical option and then entering the dates between which the user wants to view the attendance data.

The attendance data for the previous month can only be viewed and cannot be regularized; the

Att-Date	Weekday	In-Time	Out-Time	Day-Type	Status	Punch-In	Punch-Out
24/11/2012	Sat			WH	Weekly-Holiday	No Punch	No Punch
25/11/2012	Sun			WH	Weekly-Holiday	No Punch	No Punch
26/11/2012	Mon	18:34:07		LN	Late-In No-Out	CO	No Punch
27/11/2012	Tue	09:22:52	18:23:08	LI	Late-In	CO	CO
28/11/2012	Wed	12:30:53	18:19:53	LI	Late-In	CO	CO
29/11/2012	Thu	09:31:53	18:17:28	LI	Late-In	CO	CO
30/11/2012	Fri	09:24:57	16:47:40	LE	Late-In Early-Out	CO	CO
01/12/2012	Sat	08:59:14		NO	No-Out	CO	No Punch
02/12/2012	Sun			WH	Weekly-Holiday	No Punch	No Punch
03/12/2012	Mon	09:03:27	19:06:52	P	Present	CO	CO
04/12/2012	Tue	09:08:22	18:22:53	P	Present	CO	CO
05/12/2012	Wed	09:11:42	21:13:00	P	Present	CO	CO
06/12/2012	Thu	09:08:20		NO	No-Out	CO	No Punch
07/12/2012	Fri	09:11:01	18:16:33	P	Present	CO	CO
08/12/2012	Sat			WH	Weekly-Holiday	No Punch	No Punch
09/12/2012	Sun			WH	Weekly-Holiday	No Punch	No Punch
10/12/2012	Mon	09:13:54	18:49:56	P	Present	CO	CO
11/12/2012	Tue	09:11:40	19:18:48	P	Present	CO	CO
12/12/2012	Wed	09:01:35	18:35:20	P	Present	CO	CO
13/12/2012	Thu	09:09:30	19:00:32	P	Present	CO	CO

1 2

attendance data for the current month can be viewed as well as regularized in case of any discrepancies.

The display table shows the attendance data, attendance status for the day as well as punch- in and punch-out location. If the attendance data for the selected period is displaying in multiple pages and the user wants to view the attendance data for the complete period in one screen then he/she can use Set Grid Size option and can enter the number of records they want to view in one page.

In the current Period data, if there are any discrepancies then the user can regularize the same as described in the later stage. If the day type is present or Weekly holiday or National Holiday, then there is no need to regularize. If the day type is A- Absent, LI – Late-In, EO – Early –Out, LE – Late-In Early-Out, NI – No-In, NO – No-Out, LN – Late-In No-Out, NE – No-In Early-Out then the user has to compulsorily regularize their attendance data within the prescribed time or else the attendance will be treated as Loss of pay and the day type will be updated as LOP.

The Regularization process for the discrepancies and also applying on duty, earning comp-off's has been explained in detail in the next section.

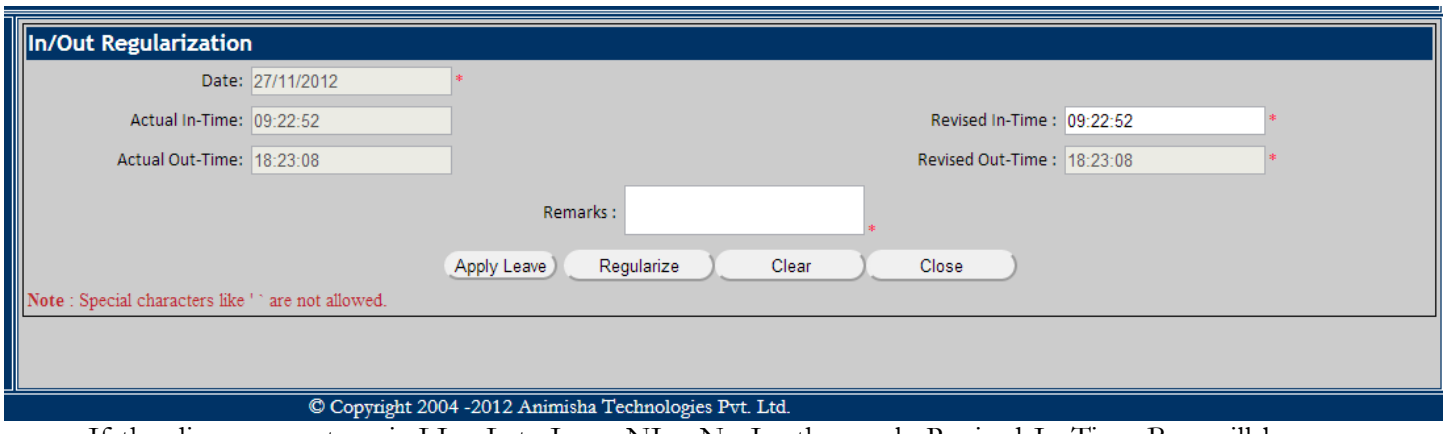
2.1.1.1 Process for Regularization of Discrepancies

In This Section, the process for regularization of attendance in case of discrepancies is explained in detail. The discrepancies covered in this section are LI – Late-In, EO – Early –Out, LE – Late-In Early-Out, NI – No-In, NO – No-Out, LN – Late-In No-Out, and NE – No-In Early-

Att-Date	Weekday	In-Time	Out-Time	Day-Type	Status	Punch-In	Punch-Out
24/11/2012	Sat			WH	Weekly-Holiday	No Punch	No Punch
25/11/2012	Sun			WH	Weekly-Holiday	No Punch	No Punch
26/11/2012	Mon	18:34:07		LN	Late-In No-Out	CO	No Punch
27/11/2012	Tue	09:22:52	18:23:08	LI	Late-In	CO	CO
28/11/2012	Wed	12:30:53	18:19:53	LI	Late-In	CO	CO
29/11/2012	Thu	09:31:53	18:17:28	LI	Late-In	CO	CO
30/11/2012	Fri	09:24:57	16:47:40	LE	Late-In Early-Out	CO	CO
01/12/2012	Sat	08:59:14		NO	No-Out	CO	No Punch
02/12/2012	Sun			WH	Weekly-Holiday	No Punch	No Punch
03/12/2012	Mon	09:03:27	19:06:52	P	Present	CO	CO
04/12/2012	Tue	09:08:22	18:22:53	P	Present	CO	CO
05/12/2012	Wed	09:11:42	21:13:00	P	Present	CO	CO
06/12/2012	Thu	09:08:20		NO	No-Out	CO	No Punch
07/12/2012	Fri	09:11:01	18:16:33	P	Present	CO	CO
08/12/2012	Sat			WH	Weekly-Holiday	No Punch	No Punch
09/12/2012	Sun			WH	Weekly-Holiday	No Punch	No Punch
10/12/2012	Mon	09:13:54	18:49:56	P	Present	CO	CO
11/12/2012	Tue	09:11:40	19:18:48	P	Present	CO	CO
12/12/2012	Wed	09:01:35	18:35:20	P	Present	CO	CO
13/12/2012	Thu	09:09:30	19:00:32	P	Present	CO	CO
14/12/2012	Fri	09:14:56	18:32:11	P	Present	CO	CO
15/12/2012	Sat	09:10:37	21:00:48	P	Present	CO	CO
16/12/2012	Sun			WH	Weekly-Holiday	No Punch	No Punch
17/12/2012	Mon	09:17:17				CO	No Punch

Out.

For regularizing the attendance discrepancy, select the date for which the discrepancy exists by clicking on the check box corresponding to that date, on the attendance detail page below the details table, two button's will appear by name "Apply Leave" and "Regularize". Click on Regularize button, which will direct you to the regularization page as shown below.



If the discrepancy type is LI – Late-In or NI – No-In, then only Revised In-Time Box will be editable, here enter the In-Time which should be your revised in-time and should be always less than or equal to the Office Start time and then enter remarks, in the remarks field you can enter the reason due to which the discrepancy is and then click on regularize button. If the entered revised time is valid then a message will get displayed stating that "Your Regularization Application Mail has been sent to your Reporting Head.

In case of EO- Early-Out or NO – No-Out, then only Revised Out-Time Box will be editable, here enter the Out-Time which should be your revised Out-Time and should be always greater than or equal to the Office end time and then enter remarks, in the remarks field you can enter the reason due to which the discrepancy is and then click on regularize button. If the entered revised time is valid then a message will get displayed stating that "Your Regularization Application Mail has been sent to your Reporting Head.

In case of LE – Late-In Early-Out, LN – Late-In No-Out, and NE – No-In Early-Out then only both Revised In-Time Box and Revised Out-Time Box will be editable, Here you need to enter the In-Time which should be your revised in-time and should be always less than or equal to the Office Start time and Out-Time which should be your revised Out-Time and should be always greater than or equal to the Office end time and then enter remarks, in the remarks field you can enter the reason due to which the discrepancy is and then click on regularize button. If the entered revised time is valid then a message will get displayed stating that "Your Regularization Application Mail has been sent to your Reporting Head.

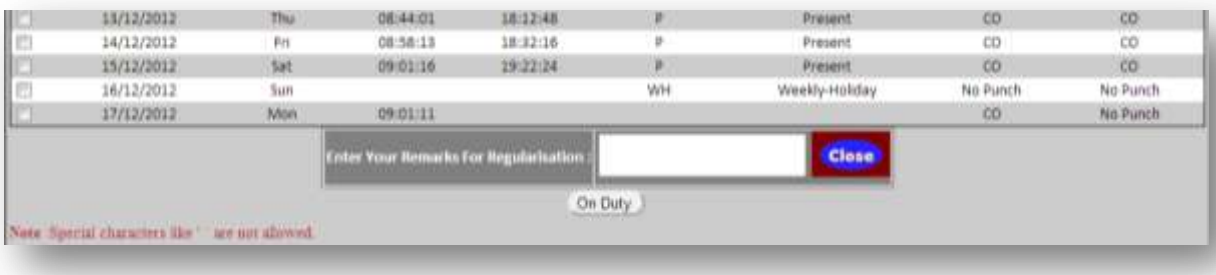
After the approval of the discrepancy application then the day type will be converted as P - Present.

2.1.1.2 Process for applying on Duty/ Regularization of Absent Day Type

In case the attendance day type is absent, then when you select the check box corresponding to

Att-Date
Weekday
In-Time
Out-Time
Day-Type
Status
Punch-In
Punch-Out
24/11/2012 Sat WH Weekly-Holiday No Punch No Punch
25/11/2012 Sun WH Weekly-Holiday No Punch No Punch
26/11/2012 Mon 08:53:43 18:14:06 P Present CO CO
27/11/2012 Tue 08:59:14 18:36:43 P Present CO CO
28/11/2012 Wed 09:08:52 20:19:52 P Present CO CO
29/11/2012 Thu 08:52:01 18:23:06 P Present CO CO
30/11/2012 Fri 09:11:06 16:46:45 EO Early-Out CO CO
01/12/2012 Sat 08:47:40 NO No-Out CO No Punch
02/12/2012 Sun WH Weekly-Holiday No Punch No Punch
03/12/2012 Mon 09:11:38 NO No-Out CO No Punch
04/12/2012 Tue 09:21:04 18:23:06 LI Late-In CO CO
05/12/2012 Wed A Absent No Punch No Punch
06/12/2012 Thu 09:06:39 18:20:13 P Present CO CO
07/12/2012 Fri 18:24:32 LN Late-In No-Out CO No Punch
08/12/2012 Sat 09:25:04 22:05:50 WH Weekly-Holiday CO FIN
09/12/2012 Sun WH Weekly-Holiday No Punch No Punch
10/12/2012 Mon 09:00:14 21:06:24 P Present FIN CO
11/12/2012 Tue 09:52:02 18:51:45 LI Late-In CO CO
12/12/2012 Wed 08:44:36 19:55:01 P Present CO CO
13/12/2012 Thu 08:44:01 18:12:48 P Present CO CO
14/12/2012 Fri 08:58:13 18:32:16 P Present CO CO
15/12/2012 Sat 09:01:16 19:22:24 P Present CO CO
16/12/2012 Sun WH Weekly-Holiday No Punch No Punch
17/12/2012 Mon 09:01:11 CO No Punch
Your Attendance Status for the Day is Absent, Click "OK" to Apply Leave or Click "Cancel" to Apply On Duty !!!
OK
Cancel
Note: Special characters like ' ' are not allowed.

that date, then on the attendance detail page below the details table, a message will appear stating

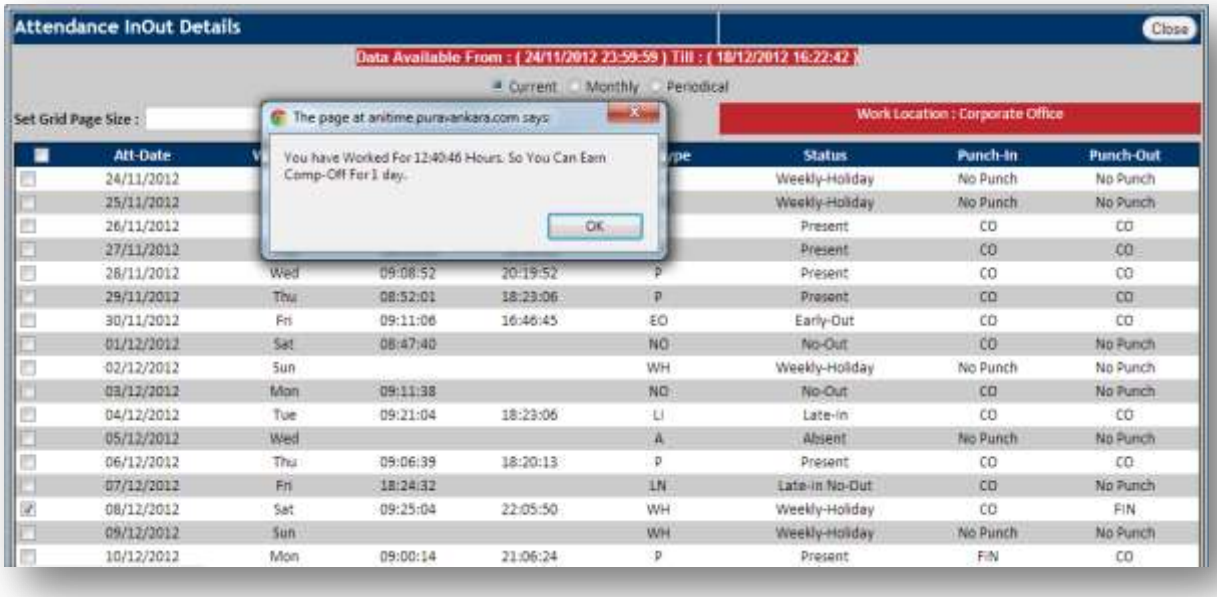

13/12/2012 Thu 08:44:01 18:12:48 P Present CO CO
14/12/2012 Fri 08:58:13 18:32:16 P Present CO CO
15/12/2012 Sat 09:01:16 19:22:24 P Present CO CO
16/12/2012 Sun WH Weekly-Holiday No Punch No Punch
17/12/2012 Mon 09:01:11 CO No Punch
Enter Your Remarks For Regularisation
Close
On Duty
Note: Special characters like ' ' are not allowed.

that "Your Attendance Status for the Day is Absent, Click Ok to apply Leave or Click Cancel to Apply on Duty", now click on "Cancel Button", then the remarks box will appear where you need to enter the remarks for which the discrepancy exists and click on "On Duty" Button. Then The On-Duty Application will be sent to your Reporting Head. Then on approval of your application from your reporting Head the day type will be either converted as P-Present with your office timings as start and end time or OD-On Duty Based on your Company Policy.

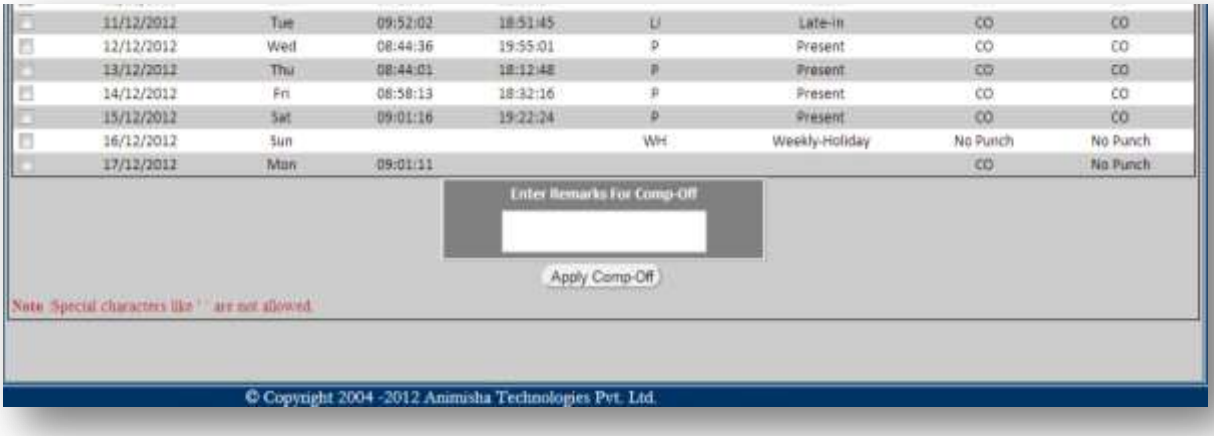
To cancel the Application without applying for On Duty, Click on Close button.

2.1.1.3 Process for Earning Comp-Off's

In this section, we have defined the process of earning of Comp-off, when the user has worked on holiday dates or on weekly-off's based on the comp-off policy of the company. If the


Attendance InOut Details
Close
Data Available From : (24/11/2012 23:59:59) Till : (10/12/2012 16:22:42)
Current
Monthly
Periodical
Set Grid Page Size :
Work Location : Corporate Office
The page at anitime.puravankara.com says:
You have Worked For 12:40:46 Hours. So You Can Earn Comp-Off For 1 day.
OK
Att-Date
Status
Punch-In
Punch-Out
24/11/2012 Weekly-Holiday No Punch No Punch
25/11/2012 Weekly-Holiday No Punch No Punch
26/11/2012 Present CO CO
27/11/2012 Present CO CO
28/11/2012 Wed 09:08:52 20:19:52 P Present CO CO
29/11/2012 Thu 08:52:01 18:23:06 P Present CO CO
30/11/2012 Fri 09:11:06 16:46:45 EO Early-Out CO CO
01/12/2012 Sat 08:47:40 NO No-Out CO No Punch
02/12/2012 Sun WH Weekly-Holiday No Punch No Punch
03/12/2012 Mon 09:11:38 NO No-Out CO No Punch
04/12/2012 Tue 09:21:04 18:23:06 LI Late-in CO CO
05/12/2012 Wed A Absent No Punch No Punch
06/12/2012 Thu 09:06:39 18:20:13 P Present CO CO
07/12/2012 Fri 18:24:32 LN Late-in No-Out CO No Punch
08/12/2012 Sat 09:25:04 22:05:50 WH Weekly-Holiday CO FIN
09/12/2012 Sun WH Weekly-Holiday No Punch No Punch
10/12/2012 Mon 09:00:14 21:06:24 P Present FIN CO

company has the Comp-Off Policy and is applicable to the user then only based on the worked hours the user will be entitled either to earn half-day or Full day comp-Off, which can be availed as Comp-off leave when needed. For this select the check box corresponding to the date on which you have worked and is eligible for Comp-off, a pop up message will get displayed


11/12/2012 Tue 09:52:02 18:51:45 LI Late-in CO CO
12/12/2012 Wed 08:44:36 19:55:01 P Present CO CO
13/12/2012 Thu 08:44:01 18:12:48 P Present CO CO
14/12/2012 Fri 08:58:13 18:32:16 P Present CO CO
15/12/2012 Sat 09:01:16 19:22:24 P Present CO CO
16/12/2012 Sun WH Weekly-Holiday No Punch No Punch
17/12/2012 Mon 09:01:11 CO No Punch
Enter Remarks For Comp-Off
Apply Comp-Off
Note :Special characters like ' ' are not allowed.
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showing you the number of hours you have worked and your eligibility of comp-Off Earned, then click on ok on the pop up page, then remarks box will appear on which you need to enter the reason for working on that particular day and then click on Apply Comp-Off.

Then a Comp-Off Earning Application will be sent to your reporting Head, on approval of the Application the day type status will get updated as COE- Comp-off (Earned).

2.1.2 Attendance Regularization

This sub menu under the My Attendance Management menu can be used for known

discrepancies directly without viewing the attendance details. On Clicking this link the attendance regularization page will get opened on which you can select or enter the date for which you need to regularize the discrepancy in your attendance, a pop up message will appear which states the type of discrepancy and then clicking on Ok button you can revise the timings or apply on duty or apply for Comp-Off based on the discrepancy. The Procedure for Regularization is same as explained in Section 3.2.1.

2.1.3 Revision History

This is used to view revision history report. This report will show you the details of

Revising Detail View
Close
Set Grid Page Size : 10
Permission-Date | From-Time | To-Time | Hours | Reason | Appln Status | Permission-Status | Application Type
02/07/2012 | 08:59:00 | 09:02:27 | 00:03:27 | Official | Approved | - | Regularisation
03/07/2012 | 08:59:00 | 09:02:11 | 00:03:11 | Official | Approved | - | Regularisation
04/07/2012 | 08:52:06 | 18:45:00 | 09:52:54 | Official | Approved | - | Regularisation
16/07/2012 | 08:44:37 | 11:02:47 | 02:18:10 | Official | Approved | - | Regularisation
17/07/2012 | 08:59:00 | 09:10:01 | 00:11:01 | Official | Approved | - | Regularisation
18/07/2012 | 08:59:00 | 09:12:49 | 00:13:49 | Official | Approved | - | Regularisation
21/07/2012 | 08:44:37 | 08:57:26 | 00:12:49 | Official | Approved | - | Regularisation
25/07/2012 | 08:59:00 | 09:02:48 | 00:03:48 | Official | Approved | - | Regularisation
26/07/2012 | 08:59:00 | 09:01:36 | 00:02:36 | Official | Approved | - | Regularisation
02/08/2012 | 08:59:00 | 09:02:44 | 00:03:44 | Official | Approved | - | Regularisation
1 2
Status :
* Y - Approved
* N - Rejected
* - Still Pending for Approval
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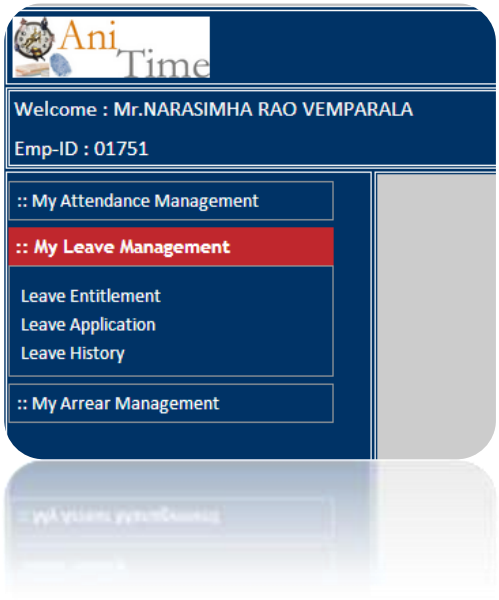
regularization's which the user has availed and also the status of the application. The Revision history report will contain the details of the revisions made including the date from and to time , number of hours for which the revision was made and the reason for revision and the application status, whether it is approved, rejected or pending.

3 Leave Management Procedure

3.1 My Leave Management

In My Leave Management menu the user can view the leave type applicable for him/her according to company policy and also the number of leaves entitled for him/her under each leave type.



Also he/she can apply leave's and also view their leave availed, cancelled or blocked history.

3.1.1 Leave Entitlement

When the user clicks on leave entitlement link, the application will redirect to the leave entitlement page. In this page the leave's applicable for the user and the opening balance, number of Leaves Availed, number of leaves blocked, number of leaves applied and the closing balance during the selected period will be displayed.

The Number of leaves availed are the leaves which has been applied and utilized, while the

Leave Entitlement
Close
Select Year : 2012
Set Grid Page Size : Enter Value
Leave-Type Open-Bal Availed Blocked Applied Balance View
CL 0.5 0 0 0 0.5 View
PL 4 0 0 0 4 View
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number of Leaves blocked are the leaves which have been applied, approved and not being utilized, number of leaves applied are the leave application which have been not approved by the reporting head.

Leave Entitlement
Close
Select Year : 2012
Set Grid Page Size : Enter Value
Leave-Type Open-Bal Availed Blocked Applied Balance View
CL 0.5 0 0 0 0.5 View
PL 4 0 0 0 4 View
Apply Leave
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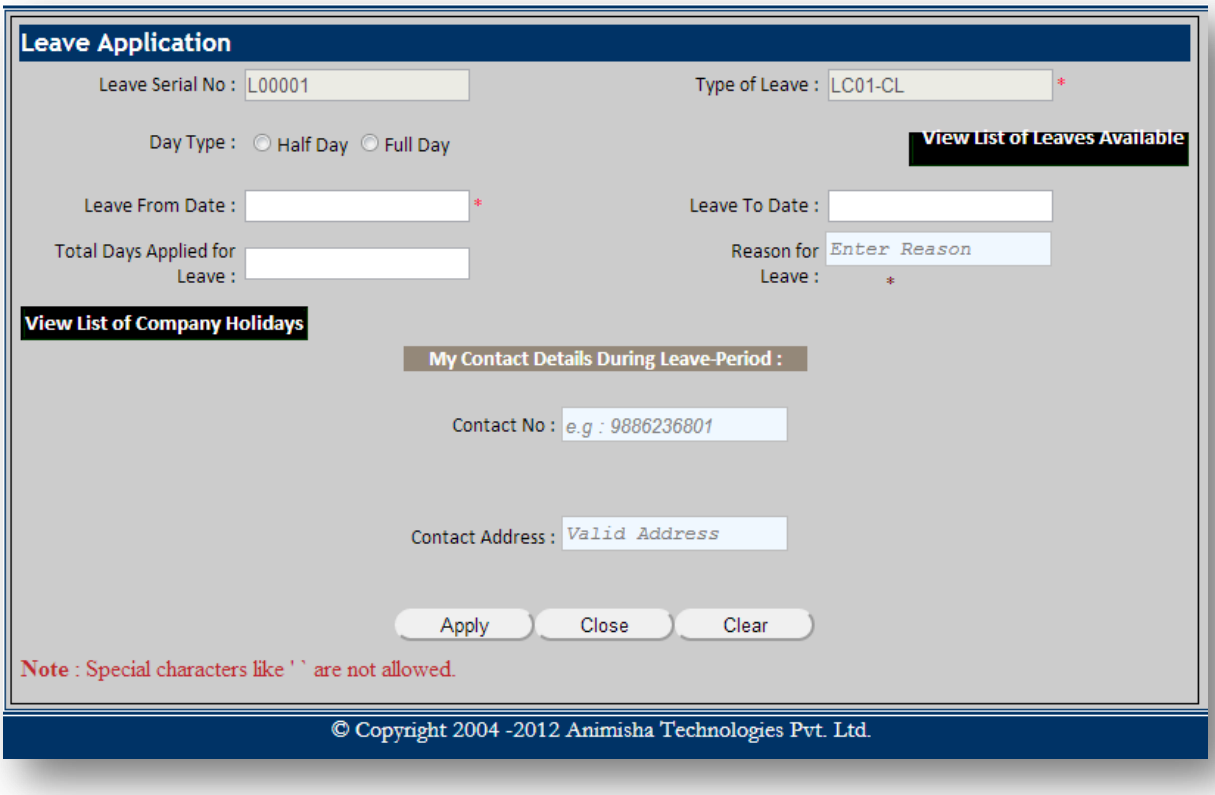
By Default the leave entitlement page will display the details of the current year, but the details of


Leave Application
Leave Serial No : L00001
Type of Leave : LC01-CL
Day Type : Half Day Full Day
View List of Leaves Available
Leave From Date :
Leave To Date :
Total Days Applied for Leave :
Reason for Leave : Enter Reason
View List of Company Holidays
My Contact Details During Leave-Period :
Contact No : e.g : 9886236801
Contact Address : Valid Address
Apply
Close
Clear
Note : Special characters like ' ` are not allowed.
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the previous years also can be viewed by selecting the year for which you want to view the leave details.

The leave applications can be made through the leave entitlement page just by selecting on the leave type which you want to apply leave, on selection of the Leave type, a button by name "Apply Leave" will appear below the leave entitlement table clicking on this will redirect to leave application page where the user can select the date or dates on which he/she wants to apply leave. In the leave application page you can select whether you want to apply Half-Day or Full Day Leave and if the leave type is half-day then enter the date on which the leave has to be applied, then select for which half you will be on leave, in case it is a full day leave then enter both from date and to date as same, else if you want to apply leave for multiple days then enter from date and to date as required, then enter the remarks and the contact details during the leave period. And then click on "Apply" button.

On the Leave application page User can view the list of leaves available just by moving the mouse over the "View List of Leaves Available". Also the list of Holidays can be viewed by moving the mouse over the link "View List of Company Holidays".

If the user is selecting multiple days leave and then any holidays falls between these dates then while calculating the total days the holidays may not be calculated if the company policy has exclude holidays during leave period.

3.1.2 Leave Application

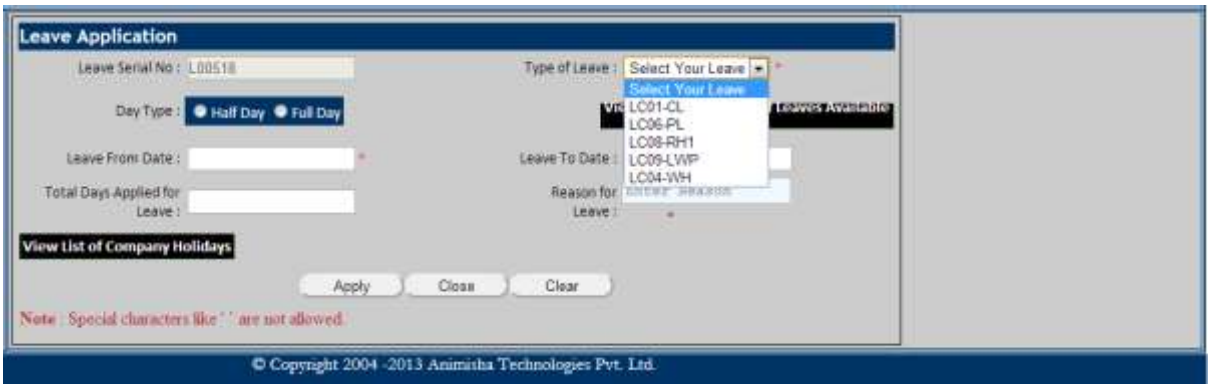
The User can apply leaves directly by using the leave application page. The Procedure for applying the leave is same as described earlier only the change here is the user also needs to select the leave type which he/she wants to avail in the type of leave field.

Applying for Weekly off's when there is no fixed weekly off

In Some cases especially people working in marketing/sales department may not have a fixed weekly off and they will avail weekly off based on the need and work load. For these people the weekly off's need to be applied by themselves and the same can be availed either through one of the two procedures described below.

For Current/Post Date

Go to the Leave Application page under My Leave Management menu as like applying normal leave and then select WH - Weekly Holiday as the leave type, then select the day type as full day, then select or enter the day for which you want to avail the leave and fill the remarks field. Click on Apply Leave button which will send a leave application to your reporting head.



For Pre-Date

Attendance InOut Details
Close
Punching Data Available From : (24/01/2013 23:59:59) Till : (04/02/2013 08:57:10)
Current
Monthly
Periodical
Set Grid Page Size : Enter Value
Work Location : Corporate Office
Att-Date | Weekday | In-Time | Out-Time | Day-Type | Status | Punch-In | Punch-Out
24/01/2013 | Thu | 08:56:49 | 18:14:29 | P | Present | CO | CO
25/01/2013 | Fri | 08:57:38 | 18:31:24 | P | Present | CO | CO
26/01/2013 | Sat | | | NH | Republic Day | No Punch | No Punch
27/01/2013 | Sun | | | A | Absent | No Punch | No Punch
28/01/2013 | Mon | 09:01:57 | 18:26:40 | P | Present | CO | CO
29/01/2013 | Tue | 08:59:57 | 18:30:36 | P | Present | CO | CO
30/01/2013 | Wed | 08:53:51 | 18:28:02 | P | Present | CO | CO
31/01/2013 | Thu | 09:07:13 | 19:51:15 | P | Present | CO | CO
01/02/2013 | Fri | 09:14:01 | 19:10:42 | P | Present | CO | CO
02/02/2013 | Sat | 08:57:04 | 18:25:23 | P | Present | CO | CO
03/02/2013 | Sun | | | A | Absent | No Punch | No Punch
04/02/2013 | Mon | 08:57:10 | | | | CO | No Punch
Your Attendance Status for the Day is Absent, Click "OK" to Apply Leave or Click "Cancel" to Apply On Duty !!!
OK
Cancel
Note :Special characters like ' " are not allowed.

On the Attendance Details page under my Attendance Management, select the day for which you want to

avail weekly holiday. On Selection of date a message will appear "Your Attendance Status for the day is Absent, Click "Ok" to apply Leave or Click "Cancel" to Apply on Duty !!! " . Click on "Ok" Button which will redirect you to Leave Application Page, there select leave type as "WH" and follow the same procedure as like in Leave Application.

Note: Weekly Holiday can be availed only for a non working day or can be applied before and cannot be availed after for a working day.

Applying for Comp- off Leave after earning Comp-Off

For Some People if they work on weekly holidays and they earn comp-off they can convert the same into Comp-off Earned. Once the Comp- Off is earned then the employee will be entitled to avail one more leave called "CO- Comp-off Leave".

For Current/Post Date

Go to the Leave Application page under My Leave Management menu as like applying normal leave and then select CO – Comp-Off as the leave type, then select the day type as full day or half-day, then select or enter the day for which you want to avail the leave and fill the remarks field. Click on Apply Leave button which will send a leave application to your reporting head.

For Pre-Date

Attendance InOut Details
Close
Punching Data Available From : (24/01/2013 23:59:59) Till : (04/02/2013 08:57:10)
Current
Monthly
Periodical
Set Grid Page Size :
Enter Value
Work Location : Corporate Office
Att-Date
Weekday
In-Time
Out-Time
Day-Type
Status
Punch-In
Punch-Out
24/01/2013 Thu 08:56:49 18:14:29 P Present CO CO
25/01/2013 Fri 08:57:38 18:31:24 P Present CO CO
26/01/2013 Sat NH Republic Day No Punch No Punch
27/01/2013 Sun A Absent No Punch No Punch
28/01/2013 Mon 09:01:57 18:26:40 P Present CO CO
29/01/2013 Tue 08:59:57 18:30:36 P Present CO CO
30/01/2013 Wed 08:53:51 18:28:02 P Present CO CO
31/01/2013 Thu 09:07:13 19:51:15 P Present CO CO
01/02/2013 Fri 09:14:01 19:10:42 P Present CO CO
02/02/2013 Sat 08:57:04 18:25:23 P Present CO CO
03/02/2013 Sun A Absent No Punch No Punch
04/02/2013 Mon 08:57:10 CO No Punch
Your Attendance Status for the Day is Absent, Click "OK" to Apply Leave or Click "Cancel" to Apply On Duty !!!
OK
Cancel
Note :Special characters like ' ' are not allowed.

On the Attendance Details page under my Attendance Management, select the day for which you want to avail Comp-Off Leave. On Selection of date a message will appear "Your Attendance Status for the day is Absent, Click "Ok" to apply Leave or Click "Cancel" to Apply on Duty !!! " . Click on "Ok" Button

which will redirect you to Leave Application Page, there select leave type as "CO" and follow the same procedure as like in Leave Application.

3.1.3 Leave History

This is form where the user can view the list of leaves availed, of the existing Section's/Department's or newly added Section's/Department's can be viewed in the list table.

Through this page the user can view the list of all leaves availed or a particular leave.

Leave Detail View
Close
Select Leave Type :
Set Grid Page Size :
LeaveType
To Date
Half Day
Reason
Leave Status
CL 24/04/2012 25/04/2012 - test pls reject N -
CL 30/04/2012 30/04/2012 - Going to hometown with family. Y -
CL 16/05/2012 16/05/2012 1st-Half Personal Work. Y -
CL 09/07/2012 13/07/2012 - Travelling abroad with family for vacation. Y -
CL 04/08/2012 04/08/2012 - my son s birthday Y -
CL 29/08/2012 29/08/2012 - Need to attend my brothers house warming funtion. Y -
1 2 3 4
Status :
* Y - Approved
* N - Rejected
* - Still Pending for Approval
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For viewing the history of individual leave type, select the leave type for which you want to view the details. If you need to display the details in one page then increase the grid size by entering the data in Set Grid page Size.

4 Arrear Management Procedure

4.1 My Arrear Management

This is the menu where the user can convert the loss of pay into attendance/leave. In case of arrear type is an Attendance LOP will be converted into present or incase of Arrear type is Leave LOP will be converted into a Leave.

When you click on My Arrear Management, you will get Arrear Details on clicking on this it will redirect you to the arrear management page, on this page select the date for which you want

Arrear Details
Data Available From : (23/03/2012) Till : (22/11/2012)
Set Grid Page Size :
Arrear-Date
Weekday
In-Time
Out-Time
Day-Type
Status
26/10/2012 Fri 08:45:27 17:30:00 HD2LOP Half-Day System Deducted Absent
22/11/2012 Thu 08:54:54 HD1LOPH2CL Half-Day System Deducted Absent Half-Day Company Leave
Close
Note : Special characters like ' ' are not allowed.
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to convert the LOP, then select the arrear type and then apply as per the procedure.

On Selection of the date for which the LOP need to be converted the system will ask the user to select the type of arrear whether it is Leave Arrear or Attendance Arrear.

Then if the user selects the arrear type as leave then the user needs to select the leave type which he/she needs to utilize and then enter the remarks for the reason of converting the LOP into Arrear and click on apply for Arrear. If the Arrear Type is Attendance then the user needs to enter remarks and then click on apply of arrear.